

FLEET MANAGEMENT

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	9,779,969	8,650,585	8,772,083	8,415,009
Total Revenue	11,061,452	10,992,000	11,396,476	11,265,463
Revenue Over/(Under) Expense	1,281,483	2,341,415	2,624,393	2,850,454
Budgeted Staffing		8.1		4.0
Fixed Assets	1,988,299	6,000,000	4,500,000	4,200,000
Unrestricted Net Assets Avail. at Yr. End	7,380,307		5,505,000	
<u>Workload Indicators</u>				
Vehicles owned by the Motor Pool	1,913	1,925	1,295	1,295
Vehicles owned by other departments			597	597
Total miles driven (all vehicles)	18,817,108	21,150,000	19,375,000	19,000,000

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Motor Pool division will transfer 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This transfer is incorporated to better align job function by fund and is reflected by a reduction of salaries and benefits. In addition, 1.0 Public Service Employee and 0.1 budgeted Fiscal Clerk III overtime are deleted.

PROGRAM CHANGES

None.

OTHER CHANGES

Services and supplies are decreased and transfers are increased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance and administrative overhead.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	556,087	675,301	28,134	-	703,435
Services and Supplies	6,311,514	5,204,508	(97,503)	-	5,107,005
Central Computer	4,482	4,482	(2,042)	-	2,440
Transfers	-	-	(179)	-	(179)
Total Exp Authority	6,872,083	5,884,291	(71,590)	-	5,812,701
Reimbursements	-	-	-	-	-
Total Appropriation	6,872,083	5,884,291	(71,590)	-	5,812,701
Depreciation	1,900,000	2,766,294	-	-	2,766,294
Total Operating Expense	8,772,083	8,650,585	(71,590)	-	8,578,995
<u>Revenue</u>					
Use of Money & Prop	165,000	165,000	-	-	165,000
Current Services	9,852,000	10,652,000	-	-	10,652,000
Other Revenue	1,206,209	-	-	-	-
Other Financing	173,267	175,000	-	-	175,000
Total Revenue	11,396,476	10,992,000	-	-	10,992,000
Rev Over/(Under) Exp	2,624,393	2,341,415	71,590	-	2,413,005
Budgeted Staff		8.1	-	-	8.1
<u>Fixed Asset Exp.</u>					
Vehicles	4,500,000	6,000,000	-	-	6,000,000
Total Fixed Assets	4,500,000	6,000,000	-	-	6,000,000

GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
<u>Appropriation</u>							
Salaries and Benefits	703,435	(505,837)	197,598	-	197,598	-	197,598
Services and Supplies	5,107,005	(4,361,734)	745,271	-	745,271	-	745,271
Central Computer	2,440	-	2,440	-	2,440	-	2,440
Transfers	(179)	5,143,481	5,143,302	-	5,143,302	-	5,143,302
Total Exp Authority	5,812,701	275,910	6,088,611	-	6,088,611	-	6,088,611
Reimbursements	-	(300,000)	(300,000)	-	(300,000)	-	(300,000)
Total Appropriation	5,812,701	(24,090)	5,788,611	-	5,788,611	-	5,788,611
Depreciation	2,766,294	(139,896)	2,626,398	-	2,626,398	-	2,626,398
Total Operating Expense	8,578,995	(163,986)	8,415,009	-	8,415,009	-	8,415,009
<u>Revenue</u>							
Use of money & Prop	165,000	-	165,000	-	165,000	-	165,000
Current Services	10,652,000	(2,352,935)	8,299,065	-	8,299,065	-	8,299,065
Other Revenue	-	2,626,398	2,626,398	-	2,626,398	-	2,626,398
Other Financing	175,000	-	175,000	-	175,000	-	175,000
Total Revenue	10,992,000	273,463	11,265,463	-	11,265,463	-	11,265,463
Rev Over/(Under) Exp	2,413,005	437,449	2,850,454	-	2,850,454	-	2,850,454
Budgeted Staffing	8.1	(4.1)	4.0	-	4.0	-	4.0
<u>Fixed Asset Exp.</u>							
Vehicles	6,000,000	(1,800,000)	4,200,000	-	4,200,000	-	4,200,000
Total Fixed Assets	6,000,000	(1,800,000)	4,200,000	-	4,200,000	-	4,200,000

FLEET MANAGEMENT

Base Year Adjustments

Salaries and Benefits	9,826	MOU.
	16,324	Retirement.
	1,984	Risk Management Workers' Comp.
	<u>28,134</u>	
Services and Supplies	<u>(97,503)</u>	Risk Management liabilities.
Central Computer	<u>(2,042)</u>	
Transfers	<u>(179)</u>	Incremental change in EHAP.
Total Operating Exp	<u>(71,590)</u>	
Total Revenue	<u>-</u>	
Revenue Over/(Under) Exp.	<u>71,590</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(214,440)	Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS), deletion of 1.0 Public Service Employee, and elimination of 0.1 budgeted Fiscal Clerk III overtime.
	<u>(291,397)</u>	GASB 34 accounting change (departmental overhead).
	<u>(505,837)</u>	
Services and Supplies	(1,583)	GASB 34 accounting change (EHAP).
	45,939	COWCAP
	(4,406,090)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(4,361,734)</u>	
Transfers	1,583	GASB 34 accounting change (EHAP).
	291,397	GASB 34 accounting change (Departmental overhead).
	4,850,501	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>5,143,481</u>	
Total Exp Authority	<u>275,910</u>	
Reimbursement	<u>(300,000)</u>	Garage expenses.
Depreciation	<u>(139,896)</u>	Auditor-Controller estimates.
Total Operating Expense	<u>(163,986)</u>	
Revenue		
Current Services	<u>(2,352,935)</u>	Decrease to reclassify revenue related to vehicle replacement.
Other Revenue	<u>2,626,398</u>	Reclassify revenue related to vehicle replacement.
Total Revenue	<u>273,463</u>	
Rev Over/(Under) Exp	<u>437,449</u>	
Total Fixed Assets	<u>(1,800,000)</u>	Decrease the number of vehicles to be purchased from 300 to 200.